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Department of Administration Organizational Circular: **2022-032**

To: All Employees, Retirees and Survivors (Subscribers)  
From: Director, Department of Administration  
Subject: FY23 Open Enrollment (FY23 OE) – Extension October 10, 2022

Hafa Adai! This is to advise that the FY2023 Group Health Insurance Open Enrollment Period has been extended to October 10, 2022. All Subscribers are encouraged to review marketing materials, rates and attend a virtual and face to face presentation in order to make an informed choice for your family's healthcare needs (see table on reverse side for information).

Health insurance payroll deductions will take effect on pay period ending October 8 and October 15 for employees and retirees/survivors, respectively. **Subscribers are highly encouraged to submit a form by October 5, 2022 in order for it to be reflected on the October 14 payday (employees) and October 15 pension payroll (retirees).** Enrollment Forms received after this date will be on the next pay period. This may result in a double premium deduction.

Subscribers are advised to refrain from submitting various forms and changes during the FY23 OE period. Multiple forms may cause a discrepancy with your payroll office and insurance plan. Please review plan benefits and submit the correct form(s) once you are certain of your choice.

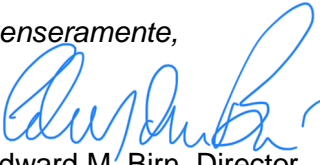
If you are making changes or cancelling your existing plan, a cancellation/change of status form must be completed. An enrollment form must be completed if you elect to enroll into a new carrier/change a carrier. A new enrollment form is required for retirees enrolled in the RSP Class II and IV. There will not be automatic rollovers for these classes. For employees, no form is required if you are maintaining your status. Current dental enrolled Subscribers will be rolled over to the Government of Guam self-funded dental administered by TakeCare. Subscribers who do not want to continue dental coverage must submit a TakeCare dental cancellation form.

Noting that the OE Period has extended and not all data may be entered in time for the October 1 effective date, subscribers are advised to maintain a copy of their submitted forms as proof of submission. Subscribers may present this at the providers should medical care or Rx is needed.

Please see the attached table for more information regarding presentations and payroll dates.

FY23 Open Enrollment		
	TakeCare	SelectCare
Website:	<a href="http://www.takecareasia.com/govguam2023">www.takecareasia.com/govguam2023</a>	<a href="http://www.calvos.net">www.calvos.net</a>
Customer Service Contact Information:	671-647-3526 or 1-877-484-2411 (toll free in the 50 states and territories) <a href="mailto:CustomerService@takecareasia.com">CustomerService@takecareasia.com</a>	671-477-9808 <a href="mailto:service@calvos.com">service@calvos.com</a>
Virtual Presentation:	10 AM <a href="https://us02web.zoom.us/j/85286725784">https://us02web.zoom.us/j/85286725784</a>	9 AM <a href="https://tinyurl.com/GovGuamOE">https://tinyurl.com/GovGuamOE</a>
Legislative Channel:	Carrier Presentations will be aired (pre-recorded)	
One to One & Presentations	Guam Museum, Hagatna  <u>September 30th Friday</u> <ul style="list-style-type: none"> <li>• One to one: 9:00 AM to 4:00 PM</li> <li>• Presentations: SelectCare 9:30 AM ** TakeCare 10:30 AM</li> </ul>	
FY23 Dates:	Effective Date: 10.1.22 Deductions Effective: Employees: pay period ending 10.8.22 Retirees: pay period ending 10.15.22	
Brochures and Rate Sheets:	Employee departments Carrier websites Department of Administrations website at <a href="http://hr.doa.guam.gov/">http://hr.doa.guam.gov/</a>	
Payroll Cutoff Dates	Department of Administration Payroll: October 5, 2022 Government of Guam Retirement Fund: October 5, 2022 Autonomous Agencies: Please contact your department	

Should you have any questions or concerns during this OE period, you may contact the respective carrier(s) at the contact information provided in the table above or your department's personnel officer. Retirees may contact the Government of Guam Retirement Fund at 475-8900/8901/8903/8904. *Si Yu'os Ma'ase.*

Senseramente,  
  
Edward M. Birn, Director  
Department of Administration